Stanford Law School
Office of the Registrar

Pre-Registration Instructions for 2Ls, 3Ls, & Advanced Degree Students

In this memo:

- Pre-Registration Deadline (November 18, 2022)
- Class Schedule Grids and Course Descriptions
- Courses Approved by the Curriculum Committee to Meet Specific Graduation Requirements
- Limited Enrollment Lottery Courses
- Consent of Instructor Courses
- Open Enrollment Courses
- Clinics
- Externships
- Stanford Non-Law Courses
- Credit for Stanford Non-Law Course Petition Deadline (January 13, 2023)
- Textbook Lists
- SLS Academic Calendar and Deadlines

Pre-Registration Deadline (November 18, 2022)

All your choices for Winter 2022-2023 limited enrollment (Lottery & Consent of Instructor) courses must be submitted during the pre-registration period **beginning Sunday, November 6 and ending Friday, November 18, 2022**. Follow the instructions below to pre-register for limited enrollment *courses*. Students who do not pre-register during that time will lose their preferences for Winter 2023 limited enrollment courses.

Class Schedule Grids and Course Descriptions

Please review the Winter 2L, 3L, Advanced Degree Class Schedule grid and course descriptions carefully, as there sometimes are additional restrictions and requirements described in the detailed course descriptions written by the instructors. Please also note that some courses have formal prerequisites or assume knowledge of other courses.

- Law Class Schedule Grids
- Course Schedules and Descriptions

Courses Approved by the Curriculum Committee to Meet Specific Graduation Requirements

A list of courses approved to meet specific graduation requirements is available in the SLS Course Catalog. Select the specific requirement under the Graduation Requirements filter.

Limited Enrollment Lottery Courses

For some courses, the students able to enroll are determined by a lottery conducted by the Registrar's Office. You may bid for limited enrollment lottery courses via the Law Lottery in Axess beginning November 1 and ending November 18, 2022 (11:59 p.m.):

1. **Login to Axess**. You will be required to enter your SUNet ID and password.
2. Click on **My Academics**, **Enroll in Classes**, and then click on **Law Lottery**.
3. Under "Limited Enrollment Selections" you may enter up to four (4) choices for lottery-limited enrollment courses in order of preference.

Lottery process. Students' preferences are entered and the members of the class are randomized. The program will admit students up to a maximum of two limited/lottery courses.

Waitlists. If a course is oversubscribed, the program automatically prepares waiting lists. These lists will be maintained by the Registrar's Office and will be used by instructors to fill vacancies as they occur. Please note that you will be assigned only to waiting list(s) for oversubscribed course(s) that you ranked higher than the second limited enrollment/lottery course to which you were admitted. Thus, if you did not get into two limited enrollment/lottery courses, you will be put on the waiting list for each course on your list.

Notification. After the lottery has been run, email notifications will go to the student distribution lists telling students to go to Axess to view the results.

Attend or Inform Policy. All students who have been admitted to a lottery class or are on the waiting list for the class must attend all sessions of the class during the add/drop period at the start of the

quarter or inform the instructor in advance of your continued interest. Failure to "attend or inform" may lead to you being dropped from the course or waiting list.

Consent of Instructor Courses

Instructors will admit students to these limited enrollment courses and create a waitlist for students who do not get admitted initially.

You may apply for consent of instructor courses by submitting a consent application by Friday, November 18, 2022 (*unless instructor has set a different deadline*). See course description and Consent of Instructor Forms for deadlines and instructions.

If you are admitted to a consent course by the instructor, you will receive a permission number from the SLS Registrar's Office to enroll in the class in Axess.

Open Enrollment Courses

Open enrollment courses are open to all interested law students who have met the listed prerequisites. **Beginning December 1, 2022**, you may add open enrollment courses directly to your winter study list in Axess.

Axess offers you two different options for course enrollment: SimpleEnroll and Enroll (Alternate). You can also add and drop a course at the same time. See the University Registrar pages below for step by step instructions for each option.

- How do I enroll in a class with SimpleEnroll?
- How do I enroll in a class with Enroll (Alternate)?
- How To Use Course Swap

Clinics

If you have any questions regarding clinics, please contact the Mills Legal Clinic.

Externships

If you have any questions regarding externships, please contact the Externship Program.

JSM and LLM Required Courses

JSM and LLM students will be automatically enrolled in their Winter 2023 required courses in Axess by December 1, 2022.

Enrollment Holds

Students with enrollment holds (enforced by the University Registrar's Office) in Axess will not be able to enroll in courses in Axess.

What to do if you have an enrollment hold: Check Axess for more information about your hold. You can usually click on the hold to see what office has placed the hold, what steps you need to take, and whom to contact.

All holds should be cleared prior to first day of instruction. Once you clear the hold and you no longer see the hold displayed in Axess, please notify the Law School Registrar's Office by email (registrar@law.stanford.edu) that the hold has been cleared. After receiving your notice, we will add (if applicable) your Lottery-Limited Enrollment to your study list.

Note: An enrollment hold **does not** block students from bidding for lottery courses via the Law Lottery in Axess or from submitting applications for consent of instructor courses.

Stanford Non-Law Courses

A list of Stanford University courses approved for Law School credit without a petition is available on the SLS webiste. Click Menu, Education, Courses, and then click SLS Approved Non-Law Courses.

If a student wishes to enroll in a course for Law School credit that is not pre-approved for Law School credit, the student may petition to take that course (see below).

Some University courses may have special enrollment instructions and restrictions. See course description in Explore Courses (https://explorecourses.stanford.edu/) or department contact for detailed course information.

Note: Axess will open for course enrollment on **December 1, 2022.**

Credit for Stanford Non-Law Course Petition Deadline (January 13, 2023)

If a student wishes to enroll in a class that has not been designated by the Dean or the Dean's delegate pursuant to the foregoing section, the student may petition to take that class. In the petition, the student must show that the class bears a close and significant relationship to the student's academic or

career plans. This petition must be filed with the Registrar, and it must be filed by the Friday of the first week of the quarter. **For Winter quarter, all petitions must be filed no later than January 13, 2023**

Given this deadline, students must petition if they may want to take a particular class outside the law school, even if they are not sure that they will ultimately choose to enroll or remain in the course. This early action is necessary so students will be able to learn the determination of the Petitions Committee—and whether law school credit will be awarded or withheld—within the add-drop deadline. Late petitions will be denied.

Credit for Stanford Non-Law Course Petition forms are available on the SLS Registrar's Office website.

Some University courses may have special enrollment instructions and restrictions. See course description in Explore Courses or academic department contact for detailed course information.

Note: Axess will open for course enrollment on **December 1, 2022**.

Textbook Lists

- 2022-2023 Winter Textbook List

SLS Academic Calendar and Deadlines

- SLS Academic Calendar and Deadlines

Contact Us

Office of the Registrar
Stanford Law School
Crown Quadrangle 559 Nathan Abbott Way Stanford, CA 94305-8610
Tel 650 723.0994 | Fax 650 723.8234
Web: law.stanford.edu/registrar | Email: registrar@law.stanford.edu